

EDITED KSA LISTING

CLASS: REGIONAL TESTING OFFICER, DEPARTMENT OF CORRECTION

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Technical knowledge of the laws, rules and regulations affecting the civil services selection programs used in State departments to administer the peace officer selection process.
K2	Technical knowledge of principles and practices of selection management functions in order to effectively administer the selection process.
K3	Basic knowledge of Employee Relations (i.e. grievance issues, MOU's, etc.) and employee performance evaluations in order to provide sound personnel management decisions.
K4	Basic knowledge of the principles of effective supervision and personnel management in order to direct and supervise all aspects of the Regional Testing Center.
K5	Basic knowledge of the Department's Equal Employment Opportunity (EEO) objectives to effectively direct staff.
K6	Basic knowledge of the supervisor's role in the EEO Program and the processes available to meet the Department's EEO objective as it relates to the supervision of staff.
K7	Basic knowledge of personal computers and software to effectively prepare statistical reports, manuals, employee evaluations, correspondence, etc.
K8	Basic knowledge of administrative duties (i.e. budgetary, accounting, procurement, hiring, etc.) to effectively operate a testing center.
K9	Basic knowledge of first aid and/or emergency response procedures in order to assist staff in ensuring the health and safety of applicants.
K10	Basic knowledge of the principles of effective supervision and personnel management in order to ensure all staff receives mandatory training.
	Skill to:
S1	Apply principles and practices of the civil service selection program to effectively administer the peace officer selection process.
S2	Effectively contribute to the Department's EEO objectives to create and maintain a fair and discrimination/harassment free workplace.
S3	Perform research, in order to properly apply applicable laws, rules, and regulations to the peace officer selection program issues.
S4	Analyze and interpret laws, rules, regulations, standards, procedures, etc., to solve technical issues and/or apply to the peace officer selection program.
S5	Develop and/or administer training (formal and informal) to staff as it relates to the peace officer selection program.

Bold text-indicates not on Classification Spec.

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S6	Review and evaluate qualifications of applicants to ensure compliance with laws, rules, regulations, standards, etc. as it relates to peace officer selection process.
S7	Independently make decisions and provide recommendations to management on various aspects of the peace officer selection program.
S8	Clearly communicate ideas and information in a variety of written formats (i.e. letters, memorandums, manuals, reports, etc.) regarding the peace officer selection program.
S9	Create and maintain effective working relationships with parole, institutions and other law enforcement agencies as well as other selection center program areas to promote an environment that is conducive to carrying out the mission of the Regional Testing Center.
S10	Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
S11	Communicate to staff for the purpose of providing feedback regarding work performance and written performance reports (IDPs or ROPs).

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	Ability to:
A1	Speak to groups/individuals for the purpose of providing information or explaining departmental procedures and policies as it relates to peace officer selection program.